

## January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 01 Jan **New Year's Day**
- 05 Jan Submit EMP201 and payments to SARS.  
Submit UIF declaration.
- 12 Jan Employment Equity Online Reporting deadline due on Sunday 15 January.
- 25 Jan VAT201 manual submission deadline.
- 31 Jan VAT201 eFiling submission deadline.

[Completing the monthly employer declaration \(EMP201\)](#)  
[Employment Equity Online Reporting for 2024](#)  
[When to submit VAT returns and make payment](#)

Notes

## February 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 07 Feb Submit EMP201 and payments to SARS.  
Submit UIF Declaration.
- 20 Feb Prepare for Tax Year-end.
- 23 Feb VAT201 manual submission deadline.
- 29 Feb VAT201 eFiling submission deadline.

Notes

## March 2024

S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 01 Mar Start of New Tax Year 2024/2025.
- 07 Mar Submit EMP201 and payments to SARS.  
Submit UIF Declaration.
- 21 Mar **Human Rights Day**
- 25 Mar VAT201 manual submission deadline.
- 28 Mar VAT201 eFiling submission deadline.  
COIDA Submission deadline.
- 29 Mar **Good Friday**

[How To submit Earnings Statements to the Compensation Fund](#)

Notes

# Payroll Calendar 2024



PROCESSING YOUR PAYROLL IS OUR NO. 1 PRIORITY

## April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

01 Apr **Family Day**

03 Apr Annual Reconciliation 2023/2024.

05 Apr Submit EMP201 and payments to SARS.  
Submit UIF Declaration.

25 Apr VAT201 manual submission deadline.

27 Apr **Freedom Day**

29 Apr VAT201 eFiling submission deadline.  
Skills WSP, ATR, PTP, PTR Reports submit to SETA.

[Skills Development Act 97 of 1988](#)

[Employer Reconciliation Declaration](#)

Notes

## May 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

01 May **Worker's Day**

06 May Submit EMP201 and payments to SARS.  
Submit UIF Declaration.

24 May VAT201 manual submission deadline.

31 May VAT201 eFiling submission deadline.  
Deadline for Annual Reconciliation 2023/2024.

[Employer Reconciliation Declaration.](#)

Notes

## June 2024

S	M	T	W	T	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

07 Jun Submit EMP201 and payments to SARS.  
Submit UIF Declaration.

16 Jun **Youth Day**

17 Jun **Public Holiday**

25 Jun VAT201 manual submission deadline.

28 Jun VAT201 eFiling submission deadline.

Notes

# Payroll Calendar 2024



PROCESSING YOUR PAYROLL IS OUR NO. 1 PRIORITY

## July 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

03 Jul Personal Income Tax Filing Season 2023/2024.

05 Jul Submit EMP201 and payments to SARS.  
Submit UIF Declaration.

25 Jul VAT201 manual submission deadline.

31 Jul VAT201 eFiling submission deadline.

Personal income tax

Notes

## August 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

07 Aug Submit EMP201 and payments to SARS.  
Submit UIF Declaration.

09 Aug **National Women's Day**

23 Aug VAT201 manual submission deadline.

30 Aug VAT201 eFiling submission deadline.

Notes

## September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

02 Sep Interim PAYE Reconciliation 2024/2025.

06 Sep Submit EMP201 and payments to SARS.  
Submit UIF Declaration.

24 Sep **Heritage Day**

25 Sep VAT201 manual  
submission deadline.

30 Sep VAT201 eFiling submission deadline.

Employer Reconciliation Declaration

Notes

# Payroll Calendar 2024



PROCESSING YOUR PAYROLL IS OUR NO. 1 PRIORITY

## October 2024

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 07 Oct Submit EMP201 and payments to SARS. Submit UIF Declaration.
- 25 Oct VAT201 manual submission deadline.
- 31 Oct VAT201 eFiling submission deadline. Deadline for Interim PAYE Reconciliation 2024/2025.

Notes

## November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 07 Nov Submit EMP201 and payments to SARS. Submit UIF Declaration.
- 25 Nov VAT201 manual submission deadline.
- 29 Nov VAT201 eFiling submission deadline.

Notes

## December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 02 Dec Bonuses and Shutdown.
- 06 Dec Submit EMP201 and payments to SARS. Submit UIF Declaration.
- 16 Dec **Day of Reconciliation**
- 24 Dec VAT201 manual submission deadline.
- 25 Dec **Christmas Day**
- 26 Dec **Day of Goodwill**
- 31 Dec VAT201 eFiling submission deadline.

Notes